

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers
State Departments and Agencies

DATE: October 19, 2001

FROM: Lawrence C. Franklin, Jr., State Controller

SUBJECT: AGENCY FORMS TO BE SIGNED BY AN AUTHORIZED AGENT

There is a special Delegated Authority RISAIL Requisition form to replace the forms currently displayed under the name PO Summary and Detail. Each purchase order will require a separate form. This form is available on the RI-SAIL website.

Agencies will no longer be required to use regular requisitions to make certain changes to Blanket Masters. This form is to be used for only three types of changes - Control Amount, Blanket Period, and Cancellation. The Master Blanket Control Change Requisition form will be used for both Delegated and Nondelegated purchase orders and will permit agencies to request changes to multiple documents on a single form. All requested changes must be for the same type of document (Delegated or Nondelegated).

If you have any questions regarding this, please contact Helen Christy in Purchasing.

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CFO:02-21